

**TOWN OF DUNE ACRES
COUNCIL MINUTES
August 21, 2018**

The Town of Dune Acres Town Council met for its regular monthly meeting on Tuesday, August 21, 2018, at the Town Hall. Council President Rich Hawksworth called the meeting to order at 7:10 p.m., with Council Members Peter Bomberger, Alexander Stemer, Clerk-Treasurer Jeannette Bapst, and Attorney Adam Mindel representing Dan Whitten in attendance.

APPROVAL OF MINUTES:

It was moved and seconded that the minutes for the July 18, 2018, Town Council Meeting be approved as presented. Motion passed unanimously.

FINANCIAL REPORT:

BANK BALANCES 07/31/2018

Porter State Bank	\$ 302,345.00
TrustIndiana	\$ 392,259.56
Adjustments	
Record Balance	\$694,604.56

*Those funds marked with an asterisk are designated monies and can only be spent for the designated purpose.

**BREAK DOWN OF FINANCES AMONG FUNDS
As of July 31, 2018**

FUNDS	CASH BALANCE 07-31-18	APP BAL.	% Left
GENERAL	204,645.06	\$182,813	48
MOTOR VEHICLE HIGHWAY	60,345.76	\$60,000	100
LOCAL ROAD & STREET	14,149.19	6,000	100
PARK & RECREATION	51,127.29	\$1,189	14
RAINY DAY FUND	131,930.78	\$50,000	100
CCI	-72.20	0	0
CCD	14,557.45	\$8,118	27
CEDIT	25,596.72	\$20,000	100
RIVERBOAT REVENUE SHARING	1,175.99	\$2,000	100
Donations*	27,296.80		
Clubhouse Dune Grant*	00		
Construction Security Dep*	25,000.00		
SalesTaxClubHouseRental*	210.29		
ClubHouseRentalDeposit*	1,300.00		
Local Road & Bridge Grant Fund*	114,514.75		
Levy Excess Fund*	21,913.81		
TOTAL FUNDS	\$ 693,681.69		

Clerk-Treasurer Bapst presented the July month-end financial report, noting \$100,000 had been transferred from Porter Bank to the Trust Indiana municipal investment pool account. It was moved and seconded to approve the financial report. Motion passed unanimously.

PAYMENT OF CLAIMS:

It was moved and seconded that claims for the month of August 2018, #6172 - #6203, in the amount of \$72,041.11 be approved. Motion passed unanimously.

CORRESPONDENCE RECEIVED:

State Board of Accounts; Examiner Directive: A memorandum was reviewed that advised all cities, towns, townships, libraries and special districts about new requirements for uploading financial data onto to the *Gateway* system every month and at year-end.

Clubhouse Use as Workspace: Resident Aaron Powers had submitted a request for using the clubhouse as a weekday workspace for residents. He said other communities offer such amenities for the evolving work environment. The Council was in favor of exploring the proposed expanded use of this town facility. Powers was asked to consult with Clubhouse Coordinator Ivan Chermel and Security Commissioner Bill Griffin, then develop a detailed plan for Council consideration.

COMMISSIONERS REPORTS:

BUILDING: A recommendation had been received from Building Commissioner Tom Roberts to approval of Building Permit #2018-11, 6 Redwood, \$15,875 new deck. Motion passed unanimously.

ENGINEER: Irv Call reported on his ongoing work with the electrical and water pump systems at the maintenance building and caisson. He had spent approximately 7 days so far, with Fire Commissioner Mark Bapst assisting, on the wiring and control panel. He hoped to finish the project before winter. Call also stated the clubhouse irrigation system had not been activated this year, causing problems with the pumps and reservoir. It was confirmed that the irrigation system would be started up at this time and run through October.

MAINTENANCE: Maintenance Commissioner Dick Taylor said that following recent heavy rains, there were serious road washout conditions on Summit, Ridge and Crest. An engineer will be consulted and repairs made as soon as possible.

ROADS: Road Commissioner John Sullivan had emailed a recommendation to renew David's Lawncare snow removal services contract for the 2018-19 winter season. Pricing matched the previous year. It was moved and seconded to approve the recommendation. Motion passed unanimously. The Council then asked for Security Commissioner Griffin and Fire Commissioner Mark Bapst to consult with the Porter Fire Department on snow clearing recommendations for the emergency access road.

Sullivan had submitted his resignation as Road Commissioner, citing the recent sale of his home and relocation to another community. The Council commended Sullivan for his many years of service to the Town, including but not limited to, serving as Road Commissioner, Plan Commission Member, Social Committee Chair, DACIF Board member, Deer Cull Coordinator, and two terms on the Town Council.

Following discussion, it was moved and seconded to approve submission of Community Crossings Grant applications for the following projects listed in order of priority: Application 1: Crack Seal, \$21,700; Application 2: East Side, \$300,669; Application 3: West Side, \$141,093. Motion passed unanimously.

It was then moved and seconded to certify financial commitment for the Community Crossings Grant applications town match. Projects being submitted total \$463,462, with a \$347,597 grant request and \$115,886 Town Match. The source of town match is \$50,000 from the Rainy Day Fund, and balance from Motor Vehicle Highway Fund and Local Road and Street Fund. Motion passed unanimously.

President Hawksworth noted the Community Crossings Grant application process is competitive. Awards will be announced in November. The state may fund all the town's proposed projects or none of the projects.

Discussion was then held on the emergency access road gate. The Council agreed by consensus to proceed with the Reeves Fencing metal gate (with cedar clad on one side) in the amount of \$11,392. A space for pedestrian ingress/egress will be provided. President Hawksworth will meet with easement owner Dona Quinn to collaborate on a pedestrian access design that allows for their desired use, but blocks access for motorized scooters and motor cycles.

SECURITY: Security Commissioner Bill Griffin reported that procedures for residents obtaining guest parking passes had been running smoothly. Residents provide as much information as possible at time of parking pass request; security staff then record outstanding

data at time of issuance. Griffin added that he regularly works directly with residents for special circumstances such as parties.

OLD BUSINESS:

none

NEW BUSINESS:

Ordinance #2018-02, 2019 Appropriations and Tax Rates. A motion was made and seconded to approve first reading of Ordinance 2018-02, Appropriations and Tax Rates, 2019. Motion passed unanimously. The ordinance sets appropriations, tax levy and tax rates for 2019.

Resolution #2018-03, Transfer of Funds. A motion was made and seconded to approve Resolution 2018-03, Transfer of Funds. Motion passed unanimously. The resolution authorizes transferring \$21,913.81 in available levy excess as follows: \$17,892.95 General Fund, \$2,948.95 Motor Vehicle Highway Fund, \$439.49 Parks Fund and \$632.42 CCD Fund.

OTHER MATTERS:

With no other matters duly brought before the Town Council, the meeting was adjourned at 8:00 PM.

The next regular meeting of the Town Council is September 18, 2018.

RICH HAWKSWORTH, Town Council President

PETER BOMBERGER, Town Council Member

ALEXANDER STEMER, Town Council Member

JEANNETTE E. BAPST, Clerk-Treasurer

CLAIMS FOR August, 2018

<u>CLAIMANT</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Comcast	Phone and Internet	\$ 145.90
Sprint	Security Mobile	\$ 88.50
NIPSCO	Rt 12 and MSR	\$ 14.94
Payroll, Gross	August payroll, gross	\$ 20,508.88
Payroll, Net	August payroll, net	\$ 15,976.23
Indiana Dept of Revenue	August payroll, state w/h	\$ 928.56
EFTPS	August payroll, federal w/h, fica/med	\$ 5,173.05
Frontier	Phone and Internet	\$ 179.08
NIPSCO	Gas and Electric	\$ 487.59
Indiana American Water	Water	\$ 121.82
Capital One VISA	Clubhouse Mic, INDEED Security	\$ 186.95
Brainstorm Computers	Security Computer Repair	\$ 519.25
Hopkins Ace Hardware	Maintenance Supplies	\$ 13.98
Jeannette Bapst	Reimbursement	\$ 113.36
Compliance Sign	Sign Insert Replacements	\$ 187.00
Datagraphics	Vaccine Clinic Flyers	\$ 65.50
Dauids Lawncare	Roadside Trimming	\$ 675.00
Horizon Awning	Park Awning	\$ 1,625.00
Kittredge & Zehner	Monthly Bank Audit	\$ 150.00
Irv Call	Reimbursement	\$ 26.54
Martin Security	Fire System Reset	\$ 65.00
Menards, Portage	Maintenance Supplies	\$ 555.82
Pinkerton Oil	Vehicle Fuel	\$ 349.44
Postmaster	Stamps	\$ 100.00
Riggs Outdoor Power	Oil	\$ 29.88
Tilden Enterprises	Supplies	\$ 103.20
Dwayne Smith	Clubhouse Deposit Refund	\$ 1,000.00
Republic Services	Waste Services	\$ 229.90
Jeaneen Dougherty	Reimbursement	\$ 32.00
Boyce Forms	Checks	\$ 299.74
Town of Dune Acres	Transfer of Levy Excess	\$ 21,913.81
Comcast	Phone and Internet	\$ 175.19

TOTAL, AUGUST 2018 \$ 72,041.11